



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MOTOR VEHICLES
Adjudication Services
Washington, DC 20002**



HOW TO FILE A MOTION TO VACATE A DEFAULT JUDGMENT

If you received a notice about delinquent parking ticket that is more than 60 days old, that ticket is in default. This means that you failed to answer the ticket by payment of the fine or by requesting a hearing within the answer period. You may request a hearing on your ticket(s) by completing this form. The completed form is a formal request that a hearing examiner vacate the default judgment and allow you to address your ticket(s). You may present the completed form to the customer service representative at Adjudication Services, 65 K Street, NE. Proceed to the Hearings Division on the first floor, and go to the Yellow Intake Desk. You may also mail your response to the address noted below:

**The Default Judgment Coordinator
Adjudication Services
65 K Street, NE
Washington, DC 20002**

Your Motion to Vacate the Default Judgment must include:

- (1) an excusable reason to show why you failed to respond to delinquent notices within the required time period, and
- (2) a sufficient defense to each ticket.

If you fail to respond to items (1) and (2), you are not eligible for a hearing, and ticket fines and penalties must be paid. Your mailed response must include a copy of the Delinquent Notice, along with your completed Motion to Vacate the Default Judgment form. If neither the ticket number nor the Delinquent Notice is available, include tag information and the state of vehicle registration. Be sure to include your name, telephone number, return address and an e-mail address (if applicable).

You may mail your written response to Adjudication Services at the address noted above, or present your completed form to the customer service representative at 65 K Street, NE. The representative is located at the Yellow Intake Desk in the Hearings Division. Make sure that you provide a substantive response, and evidence to show the hearing examiner why you did not answer your ticket(s) in a timely manner.

For additional information, call 202-727-5000 or visit our website, www.dmv.dc.gov



MOTION TO VACATE DEFAULT JUDGMENT

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

E-Mail Address: _____

Driver's License Number: _____ **State Issued:** _____

Work Telephone Number: _____ **Home Telephone Number:** _____

Vehicle Tag Number: _____ **State:** _____

Ticket Number: _____ **Date of Ticket:** _____

EXPLANATION:

RELIEF REQUESTED:

Signature: _____ **Date:** _____

Please attach supporting documentation for your case.